

815 KAR 6:040. Home inspector prelicensing providers.

RELATES TO: KRS Chapter 165A, 198B.712, 198B.722, 198B.724

STATUTORY AUTHORITY: KRS 198B.706(2), (13), (15), 198B.712(2)(c), 198B.724

NECESSITY, FUNCTION AND CONFORMITY: KRS 198B.706(15) requires the Kentucky Board of Home Inspectors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.700 to 198B.738. KRS 198B.712(2)(c) requires an applicant to complete a board-approved course of study. This administrative regulation establishes the procedures for being approved by the board as a prelicensing provider.

Section 1. Prelicense Course Provider Approval. An applicant to be a prelicensing course provider shall submit:

- (1) A completed Application for Pre-licensing Course Provider, form KBHI-3;
- (2) A \$500 nonrefundable application fee;
- (3) A copy of the Certificate of Approval from the Kentucky State Commission for Proprietary Education, if required by KRS Chapter 165A or proof that the applicant is exempt from licensure;
- (4) A syllabus of all courses that will be offered, which shall include the physical location of each laboratory and field training portion of the courses;
- (5) A list of all course instructors;
- (6) A copy of each brochure used to advertise the courses; and
- (7) A sample of the official transcript.

Section 2. Renewals. A provider's approval shall expire every two (2) years. To renew its approval, each provider shall file the application and fee required for initial approval.

Section 3. Required records. (1) Each provider shall maintain with respect to each course:

- (a) The time, date, and place each course is completed;
 - (b) The name, address, and qualifications of each instructor who teaches any portion of the course and if each instructor has been approved by the board;
 - (c) The name and address of each person who registered for the course;
 - (d) The course syllabus used for each course; and
 - (e) The course evaluations.
- (2) The provider shall issue to each person who successfully completes an approved course, a certificate of completion containing:
- (a) The name of the attendee;
 - (b) The name of the provider;
 - (c) The course name;
 - (d) The course number;
 - (e) The date of the course; and
 - (f) The total number of contact hours successfully completed in each subject covered by the course.
- (3) Each provider shall maintain its records for at least three (3) years after the completion of each course. These records shall be submitted to the board or its agents upon request.
- (4) Each provider shall submit to the board, in writing, notice of any changes in the information provided in the initial registration of the provider. The notification shall be made within thirty (30) days following the date the change is effective.

Section 4. Qualifications of Course Instructors. (1) Each course instructor shall be qualified,

by education or experience, to teach the course, or parts of a course, to which the instructor is assigned.

(2) Any person with a four (4) year college degree or graduate degree, with at least two (2) years of work experience in that field, shall be qualified to teach a prelicensing course in that person's field of study.

(3) To qualify as an instructor based on experience, an individual shall:

(a) Be licensed and have actively practiced for at least five (5) years as a home inspector; or

(b) Have five (5) years of experience in a related field of home inspection or the building sciences.

(4) A licensee whose license is suspended or revoked as a result of board discipline shall not teach or serve as a course instructor during the time the license is suspended or revoked.

(5) A course provider may request prior approval by the board regarding the qualifications of a particular instructor for a particular course.

Section 5. Course Syllabus. (1) Each course shall have a course syllabus that identifies:

(a) The name of the course;

(b) The number of the course assigned by the board;

(c) The name and address of the provider;

(d) A description or outline of the contents of the course; and

(e) The location of each course component.

(2) Each person who registers for a course shall be given the course syllabus prior to the beginning of the course.

Section 6. Course Advertising. (1) A provider shall not advertise a course as approved until the approval is granted by the board.

(2) A provider shall not include any false or misleading information regarding the contents, instructors, location of classrooms or laboratory courses, or number of contact hours of any course approved under this administrative regulation.

(3) A provider shall include its provider number and course numbers in all advertising.

Section 7. Incorporation by Reference. (1) "Application for Pre-Licensing Course Provider", Form KBHI-3, 2/2016, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Board of Home Inspectors, Division of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (32 Ky.R. 2405; Am. 33 Ky.R. 781; eff. 10-6-2006; 41 Ky.R. 628; 1791; eff. 3-6-2015; 42 Ky.R. 2269, 2894; eff. 7-1-2016.)